



Philippine Economic Zone Authority

NOTICE OF AWARD

Sept. 30, 2019

(Date)

MR. DON T. COELI

Lattice Systems Inc.

U2105B West Tower PSE Ortigas Center Barangay San Antonio

Pasig City

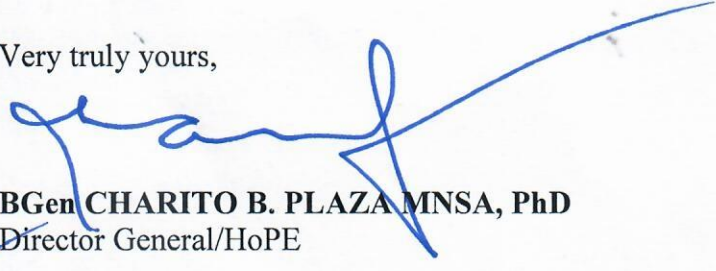
Dear Ms. Coeli:

We are pleased to notify you that the procurement of Updating/Concept and Design Development of the PEZA Website is hereby awarded to **Lattice Systems Inc.**, in the amount of **Three Hundred Thirty-Six Thousand Pesos (Php336,000.00)**.

A purchase order/contract shall be issued at the soonest possible time.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under this project.

Very truly yours,


BGen CHARITO B. PLAZA MNSA, PhD
Director General/HoPE

PEZA - DTS



1410-2019-00213

Conforme:

Name of the Representative of the Bidder: KET O. NONATO

Authorized Signature: 

Date Received: Nov. 15, 2019



Philippine Economic Zone Authority

NOTICE TO PROCEED

Nov. 15, 2019

(Date)

MR. DON T. COELI

Lattice Systems Inc.

U2105B West Tower PSE Ortigas Center Barangay San Antonio

Pasig City

Dear Ms. Coeli:

The attached Notice of Award for the procurement of Updating/Concept and Design Development of the PEZA Website having been awarded to **Lattice Systems Inc.**, notice is hereby given that delivery of items may commence effective upon receipt of this notice/P.O./contract, under the terms and conditions stipulated in the RFQ/Annex A and B.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Philippine Economic Zone Authority.

Very truly yours,

BGen CHARITO B. PLAZA MNSA, PhD
Director General/HoPE

PEZA - DTS



1410-2019-00278

Conforme:

I acknowledge receipt of this Notice on Nov. 15, 2019

Name of the Representative of the Bidder: KET O. NONATO

Authorized Signature: [Signature]

CONTRACT FOR THE UPDATING/CONCEPT AND DESIGN DEVELOPMENT OF THE PEZA WEBSITE

THIS AGREEMENT made Nov. 15 day of October 2019 between **PHILIPPINE ECONOMIC ZONE AUTHORITY** (hereinafter called "the Entity") of the one part and **LATTICE SYSTEMS, INC.** (hereinafter called "the Supplier") of the other part:

WHEREAS the Entity invited Bids for certain services, viz., **Updating/Concept and Design Development of the PEZA Website** and has accepted a Bid by the Supplier for the delivery of such services in the sum of Three Hundred Thirty Six Thousand Pesos Only (P 336,000.00 inclusive of VAT) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) Request for Quotations
 - (b) Terms of Reference; and
 - (c) The Entity's Notification of Award.
3. The Website Development shall consist of the following:

Design

Concept and design development of a dynamic and client-maintained website. Design would be responsive to both desktop and mobile screens. The type of creative work should be original. Majority of the contents should be presented on an infographic style layout.

The website shall have the following navigations and submenus:

- i. Home (Slideshow; Welcome Text; Announcements; Electronic Systems; News; Social Media)
- ii. About PEZA (submenu: Mandate & Functions; Vision/Mission; Quality Policy; Special Economic Zone Act; Board Members; Implementing Rules and Regulations; Organizational Chart; Directory; PEZA Privacy Policy)
- iii. Economic Zones (submenu: Operating Economic Zones; Economic Zones Being Developed)
- iv. Eligible Activities/Incentives (submenu: Non-Fiscal Incentives; Eligible Activities; Fiscal Incentives)
- v. Getting Started (submenu: Locator - Export Manufacturing Enterprise; Information Technology Export Enterprises; Tourism Export Enterprises; Medical Tourism Export Enterprises; Agro-Industrial Export Enterprises; Ecozone Logistic Services Enterprise; Establishing Economic Zones - Manufacturing Economic Zone; Information Technology Parks / Centers; Tourism Economic Zone; Medical Tourism Economic Zones; Retirement Economic Zones; Agro-Industrial Economic Zone; Facilities Economic Zones; Utilities Enterprise Economic Zone)
- vi. Issuances
- vii. Downloads
- viii. PEZA's Citizen Charter
- ix. Handbook of Expatriates
- x. Bid Opportunities
- xi. Procurement Monitoring Reports
- xii. Transparency Seal
- xiii. Gender and Development
- xiv. Linkages
- xv. Job Opportunity

PEZA - DTS



1410-2019-00277

Enhancements suggested on the existing website includes, but not limited to:

SECTION	ENHANCEMENTS
Base Structure and Design	New layout and design will be provided but will maintain the standard header and footer required by the client.
Homepage	Infographic style presentation/layout for better navigation and website layout; Better implementation of the slideshow/banner section; Announcements and News sections for information dissemination;
About PEZA	Improvement in the presentation of the text and images since this is mostly static content; For Board Members and Organization Chart, both pages will be fully updateable with the names, photos and designation of each person can be modified by the assign site administrator;
Economic Zones	Improvement in the UI and UX implementation of the map-based information of the zones, parks and centers; Search and filters will be added on the page;
Getting Started	Information for each page can be encoded for better website legibility and search indexing reach from search engines (e.g., Google) instead of a single image per page;
Downloads	Inclusion of search and filtering feature.
List of Vacant Positions	Provide management section for the site administrator; For the frontend, search and filtering feature will be implemented.

Programming

Programming of a dynamic and client-maintained website from conversion of graphic design to a working web structure, covering front-end and back-end development. Drupal, as one of DICT's prescribed Content Management System (CMS) and its prescribed template shall be used. Individual entries on CMS section can be added, modified, or deleted while static sections shall be a single editable page.

Scope of Work

I. Copywriting

II. Design

- a. Two (2) design studies / proof of concept (with 6 sample pages each study; in jpeg/pdf)
- b. Two (2) sets of revisions on the approved study / proof of concept (jpeg/pdf)
- c. Comprehensives, Revisions and Testing

III. Final Artwork

- a. Desktop layouting and encoding
- b. Digital Image Manipulation (72 pixels per inch; approved final images shall be submitted together with their PSD files)

IV. Deployment

Training

One (1) session training on how to manage contents on Drupal CMS.

Hosting

The Entity shall provide appropriate access to its hosting facility for the Supplier to deploy the new created website.

Duration of Work

Deliverables shall be delivered within forty (40) working days from the receipt of the Notice to Proceed, inclusive of the training period.

Technical Support and Maintenance

The Supplier shall warrant the newly created website for a period of one hundred eighty (180) calendar days.

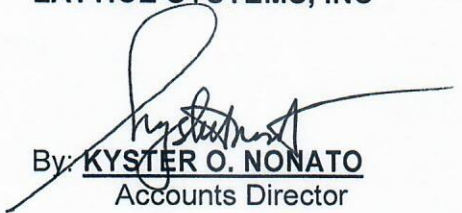
4. Payment breakdown shall be as follows:
- 15% Submission of two (2) design studies / proof of concept
 - 15% Final approval / signoff of website design
 - 15% Completion of usability and user acceptance testing
 - 15% Acceptance on Final Review
 - 25% Deployment and hosting of the newly created website
 - 5% Submission of approved final images with their respective PSD files
 - 10% Completion of Drupal CMS training
5. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the services and to remedy defects therein in conformity in all respects with the provisions of the Contract
6. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.
7. If the Supplier fails to satisfactorily deliver the services within the period specified in this Contract inclusive of duly granted time extensions if any, the Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Entity may rescind or terminate the Contract, without prejudice to other courses of action and remedies open to it.
8. In relation to this Contract, the Supplier shall pay taxes in full and on time and the failure to do so will entitle the Entity to suspend payment on the services delivered by the Supplier.
9. The Supplier shall also present to the Entity a tax clearance from the Bureau of Internal Revenue as well as a copy of its income and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

**PHILIPPINE ECONOMIC ZONE AUTHORITY
(PEZA)**


By: **ANIDELLE JOY M. ALGUSO**
Department Manager, MISD

LATTICE SYSTEMS, INC


By: **KYSTER O. NONATO**
Accounts Director

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
MANDALUYONG CITY) SS.

BEFORE ME, this OCT 29 2019 day of October 2019 at MANDALUYONG CITY,
personally appeared the following:


NAME	IDENTIFICATION	ISSUED ON
KYSTER O. NONATO	SENIOR CITIZEN 17245	
ANIDELLE JOY M. ALGUSO	PEZA ID # 25000103	

Known to me to be the persons who executed the foregoing instrument and who acknowledged to me to that the same is their free and voluntary act and deed of the government agency and the corporation which they represent.

This document refers to the Contract for Updating/Concept and Design Development of the PEZA Website and consists of four (4) pages including this page where this acknowledgement is written and all pages hereof have been signed by the Parties.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal on the date and at the place first above written.

Doc. No. 417 :
Page No. 85 :
Book No. 126 :
Series of 719 :


ATTY. JAMES K. ABUGAN
NOTARY PUBLIC
Appt. No. 0442-19
Until Dec 31, 2020
IBP No. 051567 Sept. 28, 2018
Roll No. 26890 Lifetime
MCLE No. VI-0012875 Until 4/14/2022
TIN No. 116-239-956
PTR No. 3811514/1-3-2019
Tel No. 631-43-90